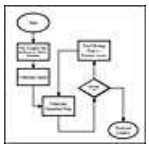

Frequently Asked Questions

What do you charge?

Currently my rate is $70/hr. This rate is typical for consulting technical communicators. A consultant needs to charge about 2.5 times the hourly wage of a salaried employee.* I can provide a rough estimate of the total cost, based on your project requirements. For every project, I provide a letter of agreement that defines the scope of work included in the estimate or schedule.

What software tools do you know?

I learn whatever tools you need, on the job or beforehand. Microsoft Word skills include creation of automated table of contents and references, headers and footers, design and formatting of tables, and using document styles for large documents.

What is proper technical-writing style?

Everything you need to know is in this freely available book, **Sharpening Your Writing Skills: A Workshop for Business and Technical Writers** by Duncan Kent. Click to download it (3.6 MB). This is the writing style that I follow.

**Getting the Most Out of Your Contractors*, an STC Web Seminar by Thomas J. White, 2005. The real cost of obtaining a product (such as a manual) from an employee is about the same as the cost of the product from a consultant, on a dollar per hour basis. Or, the cost of supporting an employee is 2X the employee's salary.

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